

82-4298/15

22 July 1982
ES 82-2

MEMORANDUM FOR: See Distribution

FROM :

Executive Secretary

SUBJECT : National Security Council Information

REFERENCE : Multi-Addressee Memo from the Assistant to the President
for National Security Affairs dtd 2 Feb 82; Subject:
Implementation of NSDD-19 on Protection of Classified
National Security Council and Intelligence Information

1. The President, through his Assistant for National Security Affairs, has established procedures for protection of National Security Council Information. Essentially National Security Council (NSC) information is classified information contained in:

- a. Any document prepared by or intended primarily for the NSC, its interagency groups, or its associated committees and groups (e.g., NSPG, SIGs, IGs).
- b. Deliberations of the NSC, its interagency groups, or its associated committees and groups.

2. The number of Agency personnel permitted access to NSC information shall be restricted to the absolute minimum consistent with effective staffing of these documents and operations of the NSC system. A numbered "National Security Council Information" cover sheet (sample attached) will be affixed to each copy of a document containing NSC information. Each person reading the document will be required to sign the cover sheet, acknowledging the obligation printed thereon to safeguard the information and to cooperate fully with any lawful investigation into unauthorized disclosure thereof.

3. All documents designated as containing NSC information must be controlled within each component registry. Recording of particularly sensitive operations that must be handcarried to specific individuals can be accomplished by furnishing the control points with blind memorandums. In this case, the originating office assumes primary responsibility for accountability/disposition of the document.

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4. NSC cover access sheets are to remain with the active or retired document at all times. When the document is destroyed, the cover access sheet will be annotated showing date and by whom destroyed and retained by the office disposing of the document for a period of ten years. If document was TOP SECRET, then access sheet may be forwarded with Form 26 to the CIA TS Control Officer for the ten-year retention period.

5. NSC cover access sheets may be obtained in a limited quantity from the Executive Registry, Room 7E-12, Headquarters.

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Executive Secretary

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